

GRAND RIVER POST SECONDARY EDUCATION OFFICE

Position: Student Support Worker

WAGE: \$17.60/hour

DURATION: May 4, 2026 - August 21, 2026

JOB DESCRIPTION

The Student Support Worker with the Grand River Post Secondary Education Office reports to and is directly responsible to the Director of Post Secondary Student Services.

- Be knowledgeable about all Board, Operational policies, and procedures of the Grand River Post Secondary Education Office.
- Provide assistance as required for completing educational assistance applications/documentation.
- Document/log all student contacts with the GRPSEO.
- Direct all specific enquiries to the appropriate personnel.
- Maintain and organize scholarship information.
- Review and update current scholarship information (hard copy) and on the website.
- Digitize files
- Formatting documents to PDF
- Archive files.
- Assist GRPSEO Post Secondary Funding Advisors with administrative tasks.
- Review and update video reminders.
- Share information to elementary and secondary school level about the need in the community for strategic areas of study.
- Gather indigenous networking contact information within communities to share with post secondary students.
- Gather information on post secondary educational and cultural networks within post secondary institutions.
- Participate in operational policy development and review.
- Respond to enquiries of a general nature regarding the programs and services of the Grand River Post Secondary Education Office.
- Make appropriate referrals of students to other agencies that will assist the student in accomplishing their post secondary education objectives.
- Contribute to the overall development and coordination of programs and services of the Grand River Post Secondary Education Office.
- Carry out their duties in a professional manner consistent with a team approach
- Maintain the confidentiality of student client information.
- Communicate effectively in both oral and written forms.